

## EMAV – Emergency Assistance Vendor

This screen is used for entry of vendor information for the associated hard service code on EMAA. OPA Supervisors authorize and deauthorize EM payments on this screen.

EMAV                      EMERGENCY ASSISTANCE VENDOR                      08/23/04   13:13:26  
KIM   C

CASE NAME: TRUMP, DONALD A                      CASE NUMBER: 000010  
WORKER NAME: CROSS, KIM                      BNFT MONTH: 0804  
WORKER #: T11101

EXPENSE CODE: TR                      AMOUNT OF PAYMENT: \$   150.00

VENDOR NAME: SMITHS TRANSPORT  
ADDRESS 1: 100 ELM  
ADDRESS 2:  
CITY: HELENA  
PHONE NUMBER:  
INVOICE OR DATE OF SERVICE: 082304                      ST: MT   ZIP: 59601   -

FEDERAL TAX ID (FEIN): 123456789                      SSN:                      If SSN is entered, Name is required for authorization.

NAME OF PERSON WHOSE SSN WAS ENTERED ABOVE:

AUTH USER ID: C84852                      DEAUTHORIZE:

Auth. & Deauth. fields only accessible by OPA Supervisor.

PF5 EMAA PF6 1ST PAYMENT   PF7 PREV PAYMENT   PF8 NEXT PAYMENT   NEXT-->

Solid arrow = Mandatory field. Open arrow = Optional Field.

### Mandatory Fields ( [F1] indicates Online Help is available.)

#### VENDOR NAME

The vendor's name is entered here.

#### ADDRESS 1

The vendor's street address is entered here.

#### CITY

The vendor's city is entered here.

#### ST

The vendor's two digit state code is entered here.

#### ZIP

The vendor's zip code is entered here.

**INVOICE OR DATE OF SERVICE**

This is a free form field where an invoice number or a date of service for the payment is entered.

**FEDERAL TAX ID (FEIN)**

The vendor's Federal Tax ID Number (FEIN) is entered here, if available.

**SSN**

If the vendor's FEIN is not available, the person's SSN (and Name, below) must be entered prior to the payment being authorized.

**NAME OF PERSON WHOSE SSN WAS ENTERED ABOVE**

If the person's SSN is entered instead of the vendor's FEIN, the person's name must be entered in this field.

**AUTH USER ID**

An authorized OPA Supervisor (one who is managed by the same County Director as the Social Service Specialist who entered the payment) must authorize the payment by entering his/her password here. TEAMS will then display the OPA Supervisor's C number in this field.

**Optional Fields****ADDRESS 2**

If there is a second line of address information for the vendor, it can be entered here.

**ZIP EXTENSION**

If the vendor's zip code extension is available, it can be entered here.

**PHONE NUMBER**

If the vendor's phone number is available, it can be entered here.

**DEAUTHORIZE**

An authorized OPA Supervisor (one who is managed by the same County Director as the Social Service Specialist who entered the payment) may deauthorize the payment by entering a 'Y' here.

**Display Fields****CASE NAME**

The case name (Primary Information person) is displayed.

**CASE NUMBER**

The TEAMS case number is displayed.

**BNFT MONTH**

The month that was entered on the menu prior to accessing the EMAY screen is displayed.

**WORKER NAME**

The name of the Social Service Specialist who is associated with the case is displayed (Last, First).

**WORKER #**

The caseload number of the Social Service Specialist who is associated with the case is displayed.

**EXPENSE CODE**

The expense code from EMAA is displayed here.

**AMOUNT OF PAYMENT**

The dollar amount for the corresponding expense is displayed here.

**Navigation Fields and Fkeys**

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F5	The F5 key returns to the EMAA (Emergency Assistance Application) screen.
F6	The F6 key accesses the first EMAV screen.
F7	The F7 key returns to the previous EMAV screen (for the previous expense type from EMAA).
F8	The F8 key displays the next EMAV screen (for the next expense type from EMAA).
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

**Tips on EMAV**

- The information fields for the EMAV screen are entered by the Social Service Specialist. The screen can be exited when it is only partially filled out for hard services, but all mandatory fields must be entered before the appropriate supervisor authorizes on EMAV.
- For soft services, the only fields accessible are AUTH USER ID and DEAUTHORIZE. These can only be entered by an appropriate OPA Supervisor.
- For more information, please access the TEAMS Training Website at:

[https://dphhs.mt.gov/sevp/teams/teams\\_tools/teams\\_tools\\_home.htm](https://dphhs.mt.gov/sevp/teams/teams_tools/teams_tools_home.htm)